

JOB TITLE: Administrative Secretary/HR Specialist

DEPARTMENT: Governing Body, Rutherford County

JOB SUMMARY: This position is responsible for providing secretarial and clerical support to the Governing Body, County Manager, and Human Resources department.

MAJOR DUTIES:

- Reconciles monthly billing including health, dental, life, colonial, and pre-paid legal fees.
- Enters payroll changes.
- Assists employees with health insurance questions; serves as contact person for county reference insurance database.
- Schedules drug screenings for new hires; receives and transmits drug screening results.
- Monitor budgets for HR, Governing Body, and County Manager.
- Performs clerical duties in support of Human Resources, Governing Body, and the County Manager, prepares reports, types correspondence, maintains files, charts, and graphs.
- Records, monitors, and verifies all worker's compensation and general liability claims.
- Completes OSHA and State Department of Labor Surveys.
- Requests payment for Occupational Medicine each month; verifies bill.
- Responsible for compiling benefit packets for new hires.
- Serves on committees.
- Composes and types routine correspondence; types documents, technical and statistical reports, and other materials as directed.
- Reviews and proofreads documents, records, and forms for accuracy, completeness, and compliance with policies and procedures.
- Collects information from various sources and compiles data for routine and special reports; enters data in computer.

- Schedules appointments and arranges committee meetings; assists in preparing agendas and meeting packets.
- Greets visitors and directs them to appropriate department and/or person.
- Establishes and maintains bookkeeping and records management systems and procedures.
- Performs general secretarial duties, including copying documents, sending and receiving facsimiles, opening and distributing mail, answering telephones, and filing.
- Processes purchase orders for the departments; orders supplies as needed with approval of supervisor.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of modern office practices and procedures.
- Knowledge of basic bookkeeping.
- Knowledge of department policies and procedures.
- Knowledge of county government departments and functions.
- Knowledge of state and federal laws governing personnel processes.
- Knowledge of county's payroll system and processes.
- Skill in maintaining files and records.
- Skill in entering data accurately.
- Skill in performing basic mathematical calculations.
- Skill in using a computer, copier, calculator, facsimile machine, and postage meter.
- Skill in oral and written communication.
- Skill in dealing with the public and interpersonal relations.

- Skill in problem solving.
- Skill in performing multiple duties simultaneously.

SUPERVISORY CONTROLS: The supervisor assigns work in terms of general instructions. The supervisor spot-checks work upon completion for accuracy, compliance with procedures, and the nature and propriety of the final results.

GUIDELINES: Guidelines include county, department, and Board of Commissioners policies and procedures, county codes and ordinances, relevant state and federal laws, and standard office practices. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related administrative and clerical duties. Frequent interruptions contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to provide administrative and secretarial support to the Governing Body, County Manager, and Human Resources Department. Successful performance contributes to the efficient operation of the department.

PERSONAL CONTACTS: Contacts are typically with department heads, co-workers, other county employees, elected officials government and private agency representatives, staff from other municipal governments, insurance company representatives, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, or stooping. The employee occasionally lifts light or heavy objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Ability to read, write, interpret and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.